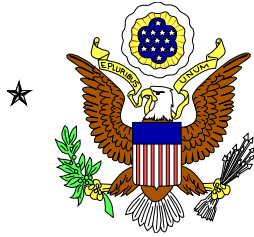


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY 17-005

★ **POSITION:** Program Manager – Network and Development

LOCATION: Richmond, VA

Opening Date: December 13, 2016

Closing Date: January 16, 2017

CLASSIFICATION LEVEL/SALARY RANGE: CL 29 (\$68,961 - \$112,115)

Actual starting salary dependent upon qualifications.

POSITION OVERVIEW

This position is located within the Eastern District of Virginia Consolidated Information Technology Department. The Program Manager – Network and Development will provide program management expertise and resources for the successful implementation of multiple information technology (IT) programs and services. The incumbent assists the Director of IT in overseeing the day to day operation of the network infrastructure, administration, projects ensuring compliance with appropriate guidelines, policies, and internal controls. The Program Manager also supervises the network and development team and works with the Program Manager - Desktop and User Support to coordinate schedules and coverage of the IT staff ensuring technical support to judges and judicial staff, and the staffs of the U.S. District Court Clerk's Office, U.S. Probation Office.

DUTIES AND RESPONSIBILITIES

- Supervise employees involved in information technology activities, including assigning and reviewing work, evaluating performance, and recommending personnel actions; developing and conducting employee performance evaluations.
- Assist with the development of short and long range automation improvement plans for the Court, ensuring changes can be implemented with minimal disruption.
- Advise Director of IT in all areas of automation needs, objectives and capabilities, including anticipation of future requirements and problems.
- Supervise the development, maintenance, and enhancement of local applications and application projects to satisfy Court needs and/or make adaptations to a national system.
- Participate in the planning for and the acquisition of specific systems for the Court.
- Oversee installation, configuration, upgrade and optimization of Microsoft Windows Active Directory, Windows Server, Linux based servers and virtualization platforms.
- Oversee the Court network infrastructure and connectivity to the Federal Judiciary's Data Communications Network (DCN).
- Oversee the day-to-day operation and support of networking and data storage systems and equipment including security, connectivity, data backups and verifications.

- Troubleshoot and resolve systems and network-related issues and ensure an effective cyclical maintenance program.
- Oversee the establishment and maintenance of system operating procedures, protocols, data security, backup plans, and user permissions. Develop and maintain local court technical documentation for administered systems.
- Develop and maintain library of software, including documentation of locally developed applications.
- Work closely with information technology professionals within the district and circuit to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments and refinements.

QUALIFICATIONS

- At least three years of progressively responsible technical and professional experience, at least one year of which is equivalent to the CL 28;
- Knowledge of the basic concepts, principles, and theories of management;
- Ability to develop effective work relationships with the team and a wide variety of users;
- Strong diagnostic and analytical abilities;
- Ability to exercise sound judgment;
- Excellent documentation and communication skills;
- Ability to interact with nontechnical system users in a professional and supportive manner;
- Knowledge of and experience with information technology theories, principles, practices, and techniques, including the latest developments in computer hardware and software, and communications;
- Demonstrated experience and expertise in supporting Windows desktop operating systems and troubleshooting and resolving technical problems involving PC equipment and peripherals;
- Experience implementing and supporting local and wide area networks in a production environment;
- Experience with standards-based LAN and WAN alternatives and common network protocols such as Ethernet, VOIP, VPN, wireless, Internet, and TCP/IP;
- Working knowledge of network security guidelines and experience with network management troubleshooting and monitoring tools such as Splunk;
- Experience with Windows Server operating systems administration, VPN services, and virtualized infrastructure
- Experience with any of the following is a plus: Access, Powershell, VBA, Java, XML, C, ASP.net, MS SQL, MYSQL, or web-based applications.

Experience in the federal judiciary is preferred.

EDUCATION

High school graduation or equivalent required. College degree preferred.

BENEFITS

This position is covered by the Court Personnel System. A generous benefits package is available to full-time permanent employees that includes:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits

- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants to review upon request.

Employees of the United States District Court are **Excepted Service Appointments**. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees will be hired provisionally pending the results of a background investigation.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, resume, the Application for Federal Employment (document can be found under "Related Links" on the Employment page of our website - please use the Word version if using a Mac computer), and a list of references.

To ensure consideration, applications must be received **January 16, 2017**. Submit electronically to: ProgramManager@vaed.uscourts.gov Hard copies and faxed copies will not be accepted.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

The United States District Court is an Equal Opportunity Employer.